

# STATE OF MISSOURI



## Information Technology Advisory Board

April 26, 2006 Meeting Minutes

### Attendees:

Gary Lyndaker, ITAB Chair, CIO ITSD/DMH

Paul Wright, ITAB Vice-Chair, CIO ITSD/DESE

Bill Bott, Deputy for Operations, ITSD/OA - sitting in for Dan Ross, CIO ITSD/OA

Allen, Corky – Gartner	Findlater, Joe – EDS	Marey, Carol – CA	Roggero, Jim – OSCA
Atchison, BJ – DED	Gerling, Richard – MO Ethics Comm.	Mihalevich, Rick – Linn State	Sadowski, Tom – OA Accounting
Beasley, Tim – MSI	Grecian, Jan – OA/ITSD	Moeller, Daniel – STO	Schildmeyer, Greg – Sec. of State, Records Mgmt.
Becker, Eric – Symantec	Hansen, Jill – Rose Intrnl.	Monda, Paul – Adjutant General Ofc.	Stokes, Tom – OA/ITSD
Beckwith, Rich – House of Rep.	Hodge, Gina – DHE/ITSD	Morrow, Lynn – IBI	Tedeschi, Debbie – DOR
Borgstede, Bob – Ciber	Hull, Jerry – Cingular	Myers, Bob – Tier Technologies	Thomas, Ron – ITSD
Buechter, Augie – DSS/ITSD	Jenkins, Tyler – DSS	Pashia, Dennis – ATT	Tramel, Andy – EDS
Burnette, Harold – ITSD/DPS	Jones, Molly – WWT	Peterson, Rex – MOREnet	Winkelman, Rick – CA
Clark, Christy – ITSD/DED	Kleckner, Lori – DED	Quick, Kathy – Brent Hemphill & Assoc. (Dell, Inc)	Watts, Lucy – Tier
Davis, Rob – ITSD/DOUR	Koenig, Joe – DHSS	Reed, Phil – DHSS	Werdenhausen, Irene – Ultreya
Drewel, Debi – PSC	Kolb, Alicia – ITSD/DNR	Reinkemeyer, Cathy – ITSD/DED	Whipple, David – MSI
Dwyer, Tim – Insurance	LeFebvre, Brad – Quilogy	Renick, Cindy – SAO	Young, Doug – MDC
Eggen, Gary – OA/PMM	Lloyd, Don – Corrections	Roark, Bob – Ciber	

Gary Lyndaker called the meeting to order at 8:32 a.m.

Gary welcomed Phil Reed to the meeting, acting IT Director for DHSS.

### PRESENTATIONS/DISCUSSION ITEMS

Laura Mertens presented a report for MOTEC. Hard copies of the report were shared with the group. Laura covered topics such as FY '06 Goals and Results, Monthly Room Usage for FY '06, Yearly Room Average Room Usage for FY '06, Free Classes in FY '06, State Wide Pricing for Mindleaders CBT Recap 2005, Cost Avoidance July – March. Laura then presented the MOTEC FY '07 Operations Budget noting slight increases in clerical and technical salaries, water & sewer, security services, housekeeping, fringe benefits on wages & salaries and admin transfer fund (rate). The total budget for FY '07 is \$134,895.00. Laura also shared a breakdown by agency of MOTEC rates for FY07 based on FY05-06 Usage Data.

Jim Roggero moved that the MOTEC rates for FY '07 be accepted as delivered, Gina Hodge seconded the motion, all approved and the motion was carried.

### ACTION ITEMS

1. ITAB March 29, 2006 meeting minutes were presented for approval. Gina Hodge made a motion to approve, the motion was seconded and the minutes were accepted.

### GENERAL BUSINESS

1. **CIO Discussion (Dan Ross)** Dan was not present, therefore no report was given.

### 2. **ITAB Chair Items (Gary Lyndaker, ITSD-DMH, CIO)**

- a. **Member Directory on the Web** - Gary announced that he received a request regarding the member directory on the web. The request was that each member's assistant be listed. The requestor stated it would be helpful to have the name, phone number, and email address of the assistant to assist with tasks such as planning meetings.
- b. **ITAB Charter** – Gary, Bill, and Chris discussed the ITAB Charter. Membership of the ITAB Advisory Board currently consists of the CIO's/Director's for all the member agencies. With the change of consolidation, many current 'members', may no longer be considered 'members'. However, there is a phrase in the ITAB Charter, which concludes 'representation from other organizations as deemed by the CIO'. The document will be reviewed, and changes made in the wording as necessary. The newly revised document will be presented to the ITAB for review and approval.

## **ITAB COMMITTEE UPDATES**

1. **Architecture Review Committee (Ron Thomas)** – Ron shared a Compliance Component with the group regarding securing personal digital assistants (PDA's) and other hand held devices. The ARC approved this as a standard. Ron asked that everyone review the document and advise.  
**Security Domain Committee** – An announcement was made that Lora Mellies is no longer with the State. Lori Kleckner is now acting chairman of the Security Domain Committee.
2. **Digital Media Developers Committee (Kevin Lanahan/Bobbie Koelling)** – No report
3. **MOTEC Update (Jeff Falter/Laura Mertens)** – No additional report
4. **Personnel Committee (Chris Wilkerson)** - No report. Chris is meeting with OA Personnel regarding expediting job classification, therefore was not able to attend ITAB.
5. **Project Management Standing Committee (Paul Wright/Tom Stokes)** – Paul reported on several topics:
  - **Overview for cabinet and deputies regarding Project Management activities provided at the State** – In the next several months, meetings with cabinet members regarding high-level presentations will be scheduled.
  - **Project Management Recertification** - At the end of this year, a number of people will be eligible to become recertified for project management certification. An online system will be coming up the week of May 1, 2006, allowing people to record PMDU activities on line. An email notice will be sent out to all the certified project managers, as well as the IT directors, to advise of the specifics. To improve communication, additional project management certification related information will be moved to the same area on the intranet.
  - **New Oversight / Monitoring Course** – Information is being gathered regarding prerequisites for staff to take this particular course. This is a high-level course and will require that those interested in taking the course, have had experience with hands on project management.
  - **Best Practices Manual** - The PMSC is reviewing materials submitted by Dr. Mathis, who is updating the manual.
  - **Next Project Management Certification Course** - In late June/early July, there will be another Project Management Certification course offered. Paul encouraged anyone with staff interested in enrolling to contact MOTEC.
6. **Missouri Network Management Steering Committee (Phil Reed)** - Phil noted that the MNMSC activities have been suspended for a short period of time.
7. **User Group Coordination (Jeff Falter/Debbie Tedeschi)** – No report
8. **Internet/MOREnet Update (Chip Byers)** – Rex Peterson, attending for Chip Byers, pointed out that they still have 10 seats left in the SAM Security class for June 12<sup>th</sup> – 17<sup>th</sup>. Regular reports were submitted to ITAB group via email earlier in the week.
9. **Statewide Purchasing Update (Gary Eggen)** – Gary announced that he just received word, prior to the ITAB meeting, that they have received approval of the new IT Consulting Contract. All the information will be made public this afternoon and will be posted on the web after the appropriate notification process has been completed. Gary thanked the ITAB for their patience and for the people provided for the evaluation team. He stated they did an excellent job on the evaluation and were very dedicated.
10. **Technology Services Update (Gail Wekenborg)** - No report
11. **MO GIS Advisory Council/GIO Update (Ryan Lanclos/Jeff Falter)** - No report

## **OPEN DISCUSSION**

No open discussion

## **REVIEW OF ACTION ITEMS**

None specific

Jim Roggero motioned to adjourn, Phil Reed seconded the motion, all were in favor, and the meeting was adjourned.

## **NEXT MEETING**

The next ITAB meeting is scheduled for **Wednesday, May 31, 2006, at 8:30 a.m. at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**

GL/af